

DA&M/WHs SUMMARY SHEET

	TO	ACTION	Signature and Date	TO	ACTION	Signature and Date
1	WHS (A&PS)	COORD	<i>Freeman 23 June 08</i>	CCS	LOG IN	<i>KAT 9/23/08</i>
2	DDA&M	SIGN	<i>And 6.24.08</i>	CCS	LOG OUT	<i>AIN 6/24/08</i>
3				COOR	REVIEW	<i>Jun 26/23</i>
4				Disposition:		
5						
6						

Name of Action Officer:

Monica Coleman

Office:

WHS (A&PS) (AS)

Phone:

601-6117

Control Number:

N/A

Subject: Charter Renewal – Uniform Formulary Beneficiary Advisory Panel

Date:

June 20, 2008

Summary:

- Pursuant to our new Instruction on federal advisory committees, the Principal Deputy Under Secretary of Defense (Personnel and Readiness) has requested that the charter for the Uniform Formulary Beneficiary Advisory Panel be renewed for two years (Tab B).
- Charters for federal advisory committees must be renewed every two years or the committee must cease operations; this holds true for both discretionary and non-discretionary advisory committees. DoD's renewal procedures in the past were questionable, so in the new Instruction we formalized the procedure by asking for justification through the DoD Sponsor and approval by the DA&M. Our procedural changes coincide with a more aggressive approach by the Committee Management Secretariat (CMS).
- The new charter for the Uniform Formulary Beneficiary Advisory Panel contains all current DoD GC and CMS guidance, and has been formally approved by both offices. All appropriate steps – DoD GC and CMS Review, Federal Register notices – have been taken. The current charter expires on July 26, 2008; thus the earliest we can file the charter is July 27, 2008.
- At Tab A is a proposed DDA&M memorandum advising Mr. Dominguez that the charter for the Uniform Formulary Beneficiary Advisory Panel is approved for renewal, and that the CMO will file the charter on July 27, 2008; we will hold the charter until that day, when we will file it with the Library of Congress, the CMS and the appropriate congressional oversight committees.

RECOMMENDATION

- That the DDA&M sign the proposed memorandum at Tab A.

James D. Freeman II

Assistant Director, Administrative Services

Administration & Program Support

2 Tabs

A. Proposed DDA&M memo to PDUSD (P&R)

B. ASD/Health Affairs Memo, March 26, 2008

DAV
- PTR - 0 (memo only)
- ASD -
FIV
WHS 001868-08



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

JUN 24 2008

MEMORANDUM FOR MR. MICHAEL L. DOMINGUEZ
PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE
(PERSONNEL AND READINESS)


SUBJECT: Charter Renewal – Uniform Formulary Beneficiary Advisory Panel Charter
Renewal

The charter for the Uniform Formulary Beneficiary Advisory Panel is approved for renewal. A notice has been published in the Federal Register announcing DoD's intention to renew the Committee's charter. My Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Providing adequate support to the advisory committee and its membership;
- (b) Ensuring that the committee members are appointed according to DoD policy, and that they do not serve on the committee until all personnel and ethics paperwork has been processed by the appropriate offices; and
- (c) Ensuring that the Uniform Formulary Beneficiary Advisory Panel is not unduly or inappropriately influenced by federal employees or any special interest.

If you should have any questions, please contact my Committee Management Officer, Frank Wilson, at 703-601-6100.


Michael L. Rhodes
Acting Director